

MAINE MOBILE HEALTH PROGRAM
Position Specifications
Essential Functions and Applicant Requirements

Position Title: Mobile Medical Unit Driver

Pay Designation: Non-exempt (hourly), Seasonal

Position Reports to: Program Manager, Regional Coordinator, or Community Health Worker 3

Position Summary:

The Mobile Medical Unit Driver (MMU Driver) Responsible for driving and maintaining the mobile medical units and assuring all of its systems, equipment, and supplies are in good working order for use as a primary care delivery sites for MMHP patients. The Driver will transport the MMU to various locations on schedule as required. The Driver will assist with setup for events including primary care clinics, vaccine clinics, testing clinics, and outreach events as assigned. The Driver will remain with the MMU while in operation unless otherwise agreed to. Depending on the event, the driver may assist with intake for patients and management of the clinic flow.

Essential Functions:

1. Drive mobile unit according to prearranged schedule.
2. Communicate with community members, patients, staff, and partners in a respectful, culturally appropriate manner.
3. Contact clinic team in advance of the clinic to confirm logistics and timing.
4. Set up MMU for the providers and other mobile clinic staff, assisting to locate supplies and equipment.
5. Assist with or perform intake as requested/needed.
6. Sweep interior and use disinfecting wipes on cabinet handles, surfaces, and doors each day.
7. Clean exterior of unit as needed.
8. Maintain vehicle operational at all times including generators, air conditioners, and heating units.
9. Assist with fueling fleet as needed, including diesel and propane. Cost covered by MMHP.
10. Perform inventory of supplies and medications as directed.
11. Report restocking needs or maintenance concerns to the main office on a weekly basis and/or as needed.
12. Complete necessary paperwork including vehicle repair, incident and mileage logs, checklists for set-up and clean-up of each clinic, patient registration and intake paperwork, and supply inventories. Send this paperwork back to the main office in a timely manner.

13. Work collaboratively with medical providers, behavioral health providers, community health workers, and other clinical support staff to assure patients and their families have access to MMU services.

Other Responsibilities:

1. Adhere to infection control/safety guidelines, and confidentiality policies.
2. Adhere to all policies regarding the appropriate use of mobile technology provided by MMHP.
3. Participate in MMHP trainings, meetings, events, and activities as required.
4. Perform tasks as required by the Medical Director, Medical Providers, Director of Outreach and/or CEO to promote proper utilization of time and resources.
5. Assist in the development of policies and procedures to improve the MMHP.
6. Perform other related duties as assigned.

Availability Requirements:

Although the MMU drivers may have other forms of employment, they must be available to support our program staff and community members on a regular basis for the duration of the specified term of employment. The MMU driver must provide services to patients in various locations when patients are available (evening hours and potentially some daytime hours and weekends). Ability to provide services in varied geography preferred.

Education and Experience Requirements:

1. **License:** Current driver's license, with good driving record for the past 3 years, or period of licensure, whichever is shorter. Reliable transportation and insurance required.
2. **Education:** High school education, G.E.D, or equivalent experience. Completion of a CHW core-competency training preferred, but not required.
3. **Skills/Abilities:** Ability to organize and prioritize work, ability to work well with others, and communicate effectively. Ability to drive the Mobile Medical Unit (as determined by a driving test or evidence of prior experience). Prior knowledge or experience with driving and maintaining large vehicles is helpful. Good interpersonal skills. Ability to read, understand and follow oral and written instructions. Ability to work flexible hours. Ability to work within the cultural context of the community being served, and communicate and interact in a culturally appropriate manner. Prior experience with farmwork is helpful. Bilingual skills in English/Spanish or English/Haitian-Creole helpful but not required.

Equipment Usage Requirements:

1. Mobile Unit (i.e. over-sized vehicle, similar to a camper)
2. Cellular Phone
3. Generator
4. Air conditioner unit
5. Automobile
6. Computer or Tablet (with training, if needed)
7. Height and weight measuring equipment (with training, in some cases)

8. Blood pressure equipment (with training, in some cases)
9. MMU EMR-related hardware and software (with training, in some cases)

General/Field Work Environment and Physical Demands:

1. Must be able to climb, stand, and walk.
2. Lifting not to exceed 50 pounds with good body mechanics.
3. Must be able to push/pull weight short distances.
4. Moderate twisting, frequent bending, infrequent squatting.
5. Endurance-moderated energy requirements (5-7 mets).
6. Gross dexterity with infrequent fine motor movement.
7. Both handedness required for 40-60% of the job cycle.
8. Frequent pinching, infrequent hand/wrist repetitions.
9. Requires hearing whispered at 3 feet (FAA Class III) and frequent, clear speaking ability.
10. Moderate exposures to infections.
11. Must have 20/40 corrected vision.

Additional Environmental Demands:

1. Steady exposure to voices and routine noises and occasionally loud sounds
2. Slight likelihood of minor injury
3. Slight likelihood of exposure to toxic condition.
4. Likelihood of working with others is great; association is frequent and comprises a major portion of the job.
5. Likelihood of working with people from a variety of cultures and speaking languages other than English is great.
6. Work is often in community setting: farms, labor sites/camps, ERs, clinics, etc.
7. Lack of control over pace of work is moderate, with periods of assignment based pace.
8. Role ambiguity is slight, rarely is it not clear what others expect of the worker.
9. Irregular work hours, depending on season, needs, and availability.

Cognitive and Emotional Demands:

1. Problem solving required along with frequent times when situation assessment and corrective action is needed.
2. Must be able to read and comprehend greater than a grade 6 level of instruction and have basic math skills.
3. Must remain calm and exercise self-control in working relationships with patients and staff.
4. Works directly and on a regular basis with persons who are or may become ill or disabled, must possess skills to cope with stresses associated with illness, disability, crisis and at times death.

NOTE: This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

I have read and understand the above Position Description

Employee Signature

Date

Witness Signature

Date